

North Carolina Cost Share Programs Review Summary  
(April 2018)

County

Harnett

Date of Previous Review/Report

District Staff Name(s)

Kerry Taylor, Lynn Lambert, Mark Walton

Date

4/4/2018

NRCS Staff Name(s)

Darryl Harrington

Division Representative(s)

Lisa Fine, Louise Hart

Additional Participants

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments)										
Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	They are the third Thursday of each month and are set the first of the year and posted in the lobby. All dates for the whole year are listed. Posted online as well on district website. Posted monthly on the office building door and the publication rack in the lobby has a bulletin board area for postings.		X			

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How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	It is posted at least a week ahead. Rarely meeting times change but the changes are posted at least 48 hours ahead.		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	Someone comes in and asks for something – the district goes out and does a site visit before developing anything. Check for prior contracts on that property and if they are still under maintenance. Determines the need for the practice before developing application. Checks with FSA for cropping history, tract field info.		X			
Does the district provide technical assistance without cost share funds?				X	Yes, the district does row patterns, drain tile, terraces, waterways, not been asked for municipality work but have been asked for residential assistance more frequently now.		X			
What type of technical assistance is provided without cost share funds?				X	See above.		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes, applications are reviewed and approved as separate action items.		X			
Are application motions/decisions recorded in the board minutes?				X	Yes, motions and decisions are recorded in the minutes.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?  Is your district using the self-certification for incentives form provided by the division?				X	District does site visit and checks against prior work in a file they maintain on cooperators/entities to make sure they haven't gone over the caps etc..  District is aware of the self-certification		X			

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					form and use it. They call districts around them to check also.					
If multiple partners farm together, how does the district track individual applicants as one operation or entity?	X				District puts info under the entity and can track it using their spreadsheets and cooperator special file/list that the district uses for incentives. <b>Commendation:</b> the district is commended for maintain their own "special" cooperator file which contains information about cooperators which can be used to determine eligibility,etc..		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	When someone asks for help a site visit is done, district uses ranking form to go through the process if it is deemed necessary and feasible and then a contract would be developed.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	District takes the contract to farmer or has them come in and explain it in person. Has them schedule a pre-work meeting with district. Ask to meet with heavy equip operator if applicable. Tells cooperator that work cannot begin until they hear back from the district.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Treated the same as other applicants. Go through the same process. Nothing is taken away or given to		X			

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					supervisors during ranking process.					
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, it is documented that supervisors abstain from discussing or voting on his/her contract.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?	X				Yes, each contract is reviewed by the board and is viewed on a tv screen in their meeting room. Occasionally the staff pulls up CS2. <b>Commendation:</b> the district is commended for going above what is required to present contracts and information to their board especially utilizing CS2.		X			
Are contracts reviewed and approved by the Board as a separate action item?				X	Yes, contracts are reviewed and approved as separate action items.		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes, motions and decisions are recorded in the minutes.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Call cooperators and notify them that work can <del>begin</del> . Emphasize pre-construction meeting. <b>Going to create letter for next PY to highlight BMPs, maintenance, lifespan, 1/3 rule, pre-construction meeting with contractor with signature page.</b>		X			

Commented [LF1]:

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What information do you provide the applicant?				X	District meets and gives copy of contract, standards, maps.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Usually district is on site when construction begins and goes out a few times and then back when they finish up. Prior staff did work depending on BMP but not currently unless it's something like rock or shovel work. No equipment work anymore.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?	X				Spreadsheet tracks contract dates including 1/3 date, date of RFP etc. <b>Commendation:</b> The district is commended for their spreadsheet which includes tracking of various dates to make sure the cooperators stays on his timeline. Yes, CS2 is used for checking 1/3 dates.		X			
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes, the district is recording this in the minutes.		X			


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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?	X				Usually go out and recording date and notes. Lynn has a phone log that she tracks questions etc... on. <b>Commendation:</b> The district is commended on keeping a phone log to track communications and being able to document contact with clients.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	The staff takes the laser and wheel out to measure BMPs. Makes sure the planned areas are the ones planted etc... Double checks acreage. In the contract file.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, and I reviewed those during the program reviews.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes, RFPs are reviewed and approved as separate action items.		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes, motions and decisions are recorded in the minutes.		X			
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	District pulls all waste contracts that fit in this category and then they pick their other numbers randomly. Uses a random number generator to get their 5%. The waste contracts are not a part of that 5%. So more than 5% is		X			


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					spot checked essentially.					
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (See Spot Check Policies for each program)				X	District notifies Darryl and he notifies the Area Office. NRCS has completed spot checks and HEL compliance checks fairly recently.		X			





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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation."  How does your district notify individuals that have destroyed or mismanaged a BMP?				X	The district sends notices to cooperators about maintenance or non-compliance letter and also made phone contact. Refund calculator has been used to determine refund amounts too.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Typically, a letter is sent and then those items are discussed at the meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, the district provides a letter and does the refund calculator. Yes, I reviewed a copy of a letter during the program review.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes, repayment was requested and repaid to the state. I reviewed documentation of this and the contract file. Letter was actually addressed to me regarding this issue.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes, the letter was addressed to me regarding the non-compliance.		X			


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Section 3: Record Keeping										
Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Yes, the district projects onto their new wireless computer/tv screen during their board meetings. Its projected during meetings.		X			
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)				X	Money received by the state are handled by the county but the board is bonded here to handle their own accounts of funds from grain drills etc...		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	County handles this. They get audited by an outside CPA firm.		X			
Who in the office does work for Cost Share Programs?				X	Lynn, Kerry and Mark and Darryl all do cost share work. Kerry is the state cost share TA recipient.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Board gets these funds. Lynn uses a spreadsheet to track these funds. Part of the district board internal audit. 8/7/2017		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	No one has any official JAA yet. Staff are working to obtain JAA. Examples of BMP work are being sent to Gowon. Lynn, Kerry and Mark are all going through the process of obtaining JAA.		X			


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<b>Section 4: Contract Reviews and Site Visits</b> Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 43-2009-905 Applicant Name: Ed Cummings BMP: pasture renovation  				X	No concerns with contract file. No concerns with BMPs.		X			

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Contract Number: 43-2009-919 Applicant Name: Kent Revels BMP: terraces, grassed waterways				X	No concerns with contract file.  No concerns with BMPs.		X			
Contract Number: 43-2010-950 Applicant Name: Kent Revels BMP: diversion, grassed waterways  		X			No concerns with contract file.  <b>Recommendation:</b> Grassed waterway needs reshaping and reseeding.  <a href="http://www.ncagr.gov/SWC/costshareprograms/ACSP/documents/grassed_waterways.pdf">http://www.ncagr.gov/SWC/costshareprograms/ACSP/documents/grassed_waterways.pdf</a>	X		District staff have spoken with cooperator. He had already recognized the need for maintenance and is planning to reshape and reseed the grassed waterway this fall after the crop is harvested from the field.	November 2018	The Plan of Action is accepted. The district should send follow-up pictures of the results once they are apparent to the division specialist.

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Contract Number: 43-2010-960 Applicant Name: Jerry Rosser BMP: tanks, fencing 				X	No concerns with contract file. No concerns with BMPs.		X			
Contract Number: 43-2011-967 Applicant Name: Kent Revels BMP: grassed waterways				X	No concerns with contract file. No concerns with BMPs.		X			


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Contract Number: 43-2011-971 Applicant Name: Jeff Turlington BMP: grassed waterways, diversion 				X	No concerns with contract file. No concerns with BMPs.		X			
Contract Number: 43-2011-978 Applicant Name: Kent Revels BMP: grassed waterways				X	No concerns with contract file. No concerns with BMPs.		X			


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Contract Number: 43-2012-002 Applicant Name: Darryl Harrington BMP: well				X	No concerns with contract file. No concerns with BMPs.		X			


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Contract Number: 43-2012-991 Applicant Name: Jeremy Thomas BMP: cropland conversion to grass				X	No concerns with contract file. No concerns with BMP.		X			



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Contract Number: 43-2013-002 Applicant Name: Kent Revels BMP: grassed waterway, land smoothing				X	No concerns with contract file. No concerns with BMPs.		X			
Contract Number: 43-2013-003 Applicant Name: Kent Revels BMP: grassed waterway				X	No concerns with contract file. No concerns with BMPs.		X			
Contract Number: 43-2013-008/43-2014-018 Applicant Name: Kent Revels BMP: grassed waterway, land smoothing				X	No concerns with contract file. No concerns with BMPs.		X			
Contract Number: 43-2014-003 Applicant Name: John Gross BMP: grassed waterway, terraces				X	No concerns with contract file. No concerns with BMPs.		X			

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Contract Number: 43-2014-004 Applicant Name: John Gross BMP: grassed waterway				X	No concerns with contract file. No concerns with BMPs.		X			
Contract Number: 43-2014-012 Applicant Name: John Gross BMP: grassed waterway				X	No concerns with contract file. No concerns with BMPs.		X			
Contract Number: 43-2014-013 Applicant Name: Jeff Turlington BMP: cropland conversion to grass				X	No concerns with contract file. No concerns with BMPs.		X			

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Contract Number: 43-2015-005 Applicant Name: Carl Johnson BMP: grassed waterway, terraces 				X	No concerns with contract file. No concerns with BMPs.		X			
Contract Number: 43-2016-008 Applicant Name: Jeff Turlington BMP: grassed waterway, diversion, terraces				X	No concerns with contract file. No concerns with BMPs.		X			
Contract Number: 43-2017-004 Applicant Name: John Gross BMP: grassed waterway, field border				X	No concerns with contract file. No concerns with BMPs.		X			

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Contract Number: 43-2017-801 Applicant Name: L. D. Black BMP: ag wrap pond  				X	No concerns with contract file. No concerns with BMPs.		X			